



**ALTERNATE COMPLIANCE PROGRAM  
FREIGHT VESSEL  
EXAMINATION BOOK**

|   |                          |
|---|--------------------------|
| <b>Name of Vessel</b>   |                          |
| <b>Official Number</b>  | <b>ACP Class Society</b> |
| <b>Date Completed</b>   | <b>Location</b>          |
| <b>Vessel Built in Compliance with SOLAS: 60 74 74/78 N/A</b> |                          |
| <b>Exam Type</b>  |                          |
| Annual  | Reexamination            |
| <b>Inspectors</b>   |                          |
| 1. _____  | 3. _____                 |
| 2. _____  | 4. _____                 |

[illegible]

This examination book is intended to be used as a job aid by Coast Guard marine inspectors during annual examinations and reexaminations of U.S.-flagged vessels participating in the Alternate Compliance Program (ACP). This book contains an extensive list of possible examination items. It is not, however, the Coast Guard's intention to "inspect" all items listed. The marine inspector must verify that the vessel and its crew are in substantial compliance with international conventions and the requirements of the ACP class society's U.S. Supplement. The depth and scope of the examination must be determined by the marine inspector's observation of the vessel, its equipment, and its crew.

**NOTE:** Guidance on how to examine ACP vessels can be found in MSM Volume II, Chapter 32: Alternate Compliance Program, and NVIC 2-95, Change 1. All MSM cites listed in this book refer to MSM Volume II unless otherwise indicated.

- ☐ Annual examination and reexamination
- ☒ Annual examination only
- ☐ Expanded examination as required

**NOTE:** A reexamination normally includes an examination of the vessel's documents, certificates, and licenses, in addition to a "walk-through" of the vessel.

## Section 6: Appendices

### Recommended ACP Vessel Deficiency Procedures:

| Step | Action   |      |        |   |                                      |   |  |   |  |      |        |   |  |   |                                       |   |  |
|------|--|------|--------|---|--------------------------------------|---|--|---|--|------|--------|---|--|---|---------------------------------------|---|--|
| 1    | Identify deficiency.   |      |        |   |                                      |   |  |   |  |      |        |   |  |   |                                       |   |  |
| 2    | Inform vessel representative.  |      |        |   |                                      |   |  |   |  |      |        |   |  |   |                                       |   |  |
| 3    | Record on the <i>Deficiency Summary Worksheet</i> (next page).   |      |        |   |                                      |   |  |   |  |      |        |   |  |   |                                       |   |  |
| 4    | If deficiency is corrected prior to end of exam, go to Step 7.   |      |        |   |                                      |   |  |   |  |      |        |   |  |   |                                       |   |  |
| 5    | <p>If deficiency is unable to be corrected prior to end of exam, follow guidance in the tables below.</p> <p>TABLE 1: Minor deficiency discovered by Coast Guard marine inspector*</p> <table> <tr> <th>Step</th><th>Action</th></tr> <tr> <td>1</td><td>Notify ACP class surveyor-in-charge.</td></tr> <tr> <td>2</td><td>If ACP class surveyor issues an OSR, go to Step 7.</td></tr> <tr> <td>3</td><td>If ACP class surveyor is not available, issue CG-835 to vessel with copy sent to ACP class surveyor-in-charge. Go to Step 6.</td></tr> </table> <p>TABLE 2: Major deficiency that poses a direct and immediate threat to vessel's crew, safety of navigation, or marine environment*</p> <table> <tr> <th>Step</th><th>Action</th></tr> <tr> <td>1</td><td>Notify ACP class surveyor-in-charge of deficiency.</td></tr> <tr> <td>2</td><td>Ascertain proposed corrective action.</td></tr> <tr> <td>3</td><td>Detain vessel if so determined by OCMI under SOLAS I/19 or MARPOL Article 5.</td></tr> </table> <p>* <b>NOTE:</b> Deficiencies shall indicate the item must be completed to the satisfaction of either the OCMI or ACP class society. The OCMI may deny or revoke the COI for noncompliance with the terms and/or conditions of the deficiencies.</p> | Step | Action | 1 | Notify ACP class surveyor-in-charge. | 2 | If ACP class surveyor issues an OSR, go to Step 7. | 3 | If ACP class surveyor is not available, issue CG-835 to vessel with copy sent to ACP class surveyor-in-charge. Go to Step 6. | Step | Action | 1 | Notify ACP class surveyor-in-charge of deficiency. | 2 | Ascertain proposed corrective action. | 3 | Detain vessel if so determined by OCMI under SOLAS I/19 or MARPOL Article 5. |
| Step | Action   |      |        |   |                                      |   |  |   |  |      |        |   |  |   |                                       |   |  |
| 1    | Notify ACP class surveyor-in-charge.   |      |        |   |                                      |   |  |   |  |      |        |   |  |   |                                       |   |  |
| 2    | If ACP class surveyor issues an OSR, go to Step 7.   |      |        |   |                                      |   |  |   |  |      |        |   |  |   |                                       |   |  |
| 3    | If ACP class surveyor is not available, issue CG-835 to vessel with copy sent to ACP class surveyor-in-charge. Go to Step 6.   |      |        |   |                                      |   |  |   |  |      |        |   |  |   |                                       |   |  |
| Step | Action   |      |        |   |                                      |   |  |   |  |      |        |   |  |   |                                       |   |  |
| 1    | Notify ACP class surveyor-in-charge of deficiency.   |      |        |   |                                      |   |  |   |  |      |        |   |  |   |                                       |   |  |
| 2    | Ascertain proposed corrective action.  |      |        |   |                                      |   |  |   |  |      |        |   |  |   |                                       |   |  |
| 3    | Detain vessel if so determined by OCMI under SOLAS I/19 or MARPOL Article 5.   |      |        |   |                                      |   |  |   |  |      |        |   |  |   |                                       |   |  |
| 6    | Enter CG-835 data in MIDR.   |      |        |   |                                      |   |  |   |  |      |        |   |  |   |                                       |   |  |
| 7    | Enter deficiency data in MSDS.   |      |        |   |                                      |   |  |   |  |      |        |   |  |   |                                       |   |  |
| 8    | Initiate Report of Violation (ROV) if necessary.   |      |        |   |                                      |   |  |   |  |      |        |   |  |   |                                       |   |  |

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## Pollution Prevention:

- Equipment
  - Test automatic stopping device required for discharge MARPOL Ax. I/6
  - Segregation of oil fuel and water ballast systems MARPOL Ax. I/14
  - Oily residue tank (discharge arrangements, homogenizers, incinerators, etc.) MARPOL Ax. I/17
  - Witness operational test of emergency shutdown 33 CFR 155.780
- Human Factors
  - STCW Table A-III
  - MARPOL Ax. I
    - Oil and oily mixtures
      - Responsible officer familiar with handling of sludge and bilge water
      - Quantity of residues generated
      - Capacity of holding tanks
      - Capacity of oil water separator
      - Note any inadequacies in reception facilities used; advise master to report these to flag state
    - Garbage
      - Note any inadequacies in reception facilities used; advise master to report these to flag state
      - Crew familiar with Annex V requirements
  - MARPOL Ax. V

## Machinery Spaces:

- Communication between navigating bridge and machinery space
  - SOLAS 74/78 II-1/37
  - Two means, one of which must be an engine order telegraph
  - Tested
- Emergency source of electrical power
  - SOLAS 74/78 II-1/43
  - SOLAS 74/78 II-1/44
  - Location
  - Generator and/or batteries tested under load
  - Emergency lighting

Notes: \_\_\_\_\_

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## Section 1: Administrative Items

### IMO Applicability Dates:

| Reference                                       | Date               |
|---|--------------------|
| SOLAS 1960                                      | 26 MAY 65          |
| SOLAS 1974                                      | 25 MAY 80          |
| 1978 Protocol to SOLAS 1974                     | 01 MAY 81          |
| 1981 Amendments (II-1 & II-2)                   | 01 SEP 84          |
| 1983 Amendments (III)                           | 01 JUL 86          |
| <i>Various additional amendments to SOLAS</i>   |                    |
| MARPOL 73/78 Annex I                            | 02 OCT 83          |
| MARPOL 73/78 Annex II                           | 06 APR 87          |
| MARPOL 73/78 Annex III                          | 01 JUL 92          |
| MARPOL 73/78 Annex V                            | 31 DEC 88          |
| IBC Code  | After 01 JUL 86    |
| BCH Code  | Prior to 01 JUL 86 |
| COLREGS 1972                                    | 15 JUL 77          |
| <i>Various additional amendments to COLREGS</i> |                    |
| Load Line 1966                                  | 21 JUL 68          |
| STCW 1978                                       | 28 APR 84          |
| 1991 Amendments                                 | 01 DEC 92          |
| 1994 Amendments                                 | 01 JAN 96          |
| 1995 Amendments                                 | 01 FEB 97          |

## Fire Protection:

- Structural fire protection SOLAS 74/78 II-2/42, 43, 44, 46, 47 49, & 50
  - Bulkheads and decks meet applicable fire integrity requirements
  - Openings (e.g., doors, ductwork, electrical wires, piping, etc.) constructed so that they do not destroy fire resistance of bulkheads
  - Manual and automatic fire doors examined / tested
- Fire detection, fire alarm, and automatic sprinkler systems fitted where required and operating properly SOLAS 74/78 II-2/52
- Ventilation systems SOLAS 74/78 II-2/48
  - Main inlets and outlets of all ventilation spaces can be closed from outside ventilated space
  - Power ventilation capable of being shutdown from outside ventilated space
- Fire pumps SOLAS 74/78 II-2/4
  - Fire main activated; water pressure satisfactory (energize forward-most and highest hydrants)
- Paint lockers and flammable liquid lockers protected by an appropriate fire extinguishing arrangement SOLAS 74/78 II-2/18.7
- Special arrangements in machinery spaces SOLAS 74/78 II-2/11
  - Machinery space ventilating fans can be shut down from outside spaces
  - All openings capable of being closed from outside machinery spaces
  - Machinery driving forced / induced draft fans, oil fuel transfer pumps, and other fuel pumps fitted with remote shutdowns located outside space concerned

Notes: \_\_\_\_\_

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## Vessel Information:

|   |   |
|---|---|
| Classification Society  |   |
| ISM Issuer: Same as above?  |   |
| Yes   | No If not the same, which<br>Recognized Organization? _____ |
| <b>NOTE:</b> The period of validity for ISM documents should correspond to the following list.<br>If they do NOT, ISM documents should be further investigated. |   |
| <input type="checkbox"/> 5 years = Full term (SMS and DOC)  | <input type="checkbox"/> 12 months = Interim (DOC)          |
| <input type="checkbox"/> 6 months = Interim (SMC)   | <input type="checkbox"/> 5 months = Short term (SMC)        |
| Date of Last Class Survey   |   |
| Outstanding conditions of class or non-conformities   |   |
| Last Port of Call   | Next Port of Call   |
| Cargo   | Current Operations  |
| Call Sign   | No Change (VFID)  |
| Gross Tons  | No Change (VFMD)  |
| Built Date (use delivery date)  | No Change (VFCD)  |
| Overall Length (in feet)  | No Change (VFMD)  |

## Vessel Description:

Container Vessel

Vehicle Carrier

Bulk Carrier

Other

- ☐ Lights, shapes, and sound signals 72 COLREGS
  - Navigation lights
  - Sound signals
  - Distress signals
- ☐ Radio log SOLAS 74/78 IV/17
- ☐ Radio operation SOLAS 74/78 IV/7
  - Transmit on 2182 MHz and Ch. 6, 13, 16, 70
- ☐ INMARSAT communications SOLAS 74/78 IV/7.1.5

### **Cargo Operations:**

- ☐ Hazmat
  - Emergency Response Information 49 CFR 172.600
  - Packages properly marked and labeled 49 CFR 172.300-450
  - All labeled and placarded cargoes listed on DCM 49 CFR 176.30
  - Proper stowage and segregation 49 CFR 176, Subparts C & D
- ☐ Human Factors: determine if personnel are familiar with the following items: STCW Table A-II/III
  - Hazardous material regulations 49 CFR 176.57
  - Special requirements (e.g., loading, segregation, firefighting equipment, etc.) for particular cargoes
  - Dangers posed by the cargo
  - Measures to be taken for cargo emergencies

Notes: \_\_\_\_\_

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| Endors.<br>Date     |  |   |  |                                      |   |
|---------------------|--|---|--|--------------------------------------|---|
| Exp.<br>Date        |  |   |  |                                      |   |
| Issue<br>Date       |  |   |  |                                      |   |
| Port<br>Issued      |  |   |  |                                      |   |
| ID #                |  |   |  |                                      |   |
| Issuing<br>Agency   |  |   |  |                                      |   |
| Name of Certificate | International Load Line (ILL)<br>No Change | International Oil Pollution<br>Prevention (IOPP)<br>No Change | International Tonnage (ITC)<br>No Change | Safety Management (SMC)<br>No Change | Document of Compliance (DOC)<br>No Change |

- Company's training program conducted in accordance with STCW I/14

**NOTE:** Documented procedures established to ensure new personnel and personnel transferred to new assignments are given proper familiarization with their duties.

- Proper documentation
- Training conducted before crew is assigned shipboard duties
- Essential instructions are documented and provided before sailing

- Crew familiar with SMS issues

- Ship's officers
  - Documented procedures
  - Preventative procedures for essential equipment
  - Reporting requirements for non-conformities and able to identify typical scenarios that may result in a documented non-conformity
- Master and chief engineer familiar with internal audit procedures (e.g., know how many audits required per year and have participated in at least one) in addition to requirement's for ship's officers

- Documented maintenance system

- Documented in writing and computerized versions
- Readily available and in language understood by those who use them
- Procedures are followed
- Records maintained

- Vessel-specific procedures are documented in writing and address the following areas:

**NOTE:** Not mandatory that they follow the exact format listed below.

- Preventative maintenance
- Navigation
- Bunkering operations
- Emergency preparedness
- Pollution prevention
- Technical procedures
- Communications

Notes: \_\_\_\_\_

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- ◇ Oil record book (Part 1) (spot-check)
  - Each operation signed by person-in-charge
  - Each complete page signed by master
  - Book maintained for 3 years
 MARPOL Ax. I/20  
33 CFR 151.25
- ◇ Shipboard oil pollution emergency plan
  - Approved by flag state / class society
  - Contact numbers correct
  - Immediate Actions List
 MARPOL Ax. I/26.1  
33 CFR 151.26
- ◇ Vessel response plan  
(vessels carrying oil as secondary cargo)
  - 33 CFR 155.1045
  - 33 CFR 155.1030
- ◇ Oil transfer procedures
  - 33 CFR 155.720
  - Posted / available in crew's language
  - List of products carried by vessel
  - Description of transfer system including a line diagram of piping
  - Number of persons required on duty
  - Duties by title of each person
  - Means of communication
  - Procedures to top off tanks
  - Procedures to report oil discharges

### Cargo Records:

- Packaged hazardous materials
  - Dangerous Cargo Manifest
    - SOLAS 74/78 VII/5
    - 49 CFR 176.30
    - 49 CFR 176.100
  - Division 1.1 or 1.2 explosives (check for required permit for designated dangerous cargo)
  - Training records (check records of crew members considered to be hazmat employees)
    - 49 CFR 172.700-704
    - 49 CFR 176.13
    - 49 CFR 107.601
  - DOT hazmat registration
- Bulk solid hazmat
  - Special permit on board (unlisted cargoes only)
    - 46 CFR 148.01-7
    - 46 CFR 148.02-1
    - 46 CFR 148.02-3
    - 46 CFR 148.03-7
  - Shipping papers
  - DCM on board
  - Cargo inspections carried out and logged

Notes: \_\_\_\_\_

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- ◇ Operationally test main and auxiliary steering gear
  - 28-second operation
  - Systems operate independently
  - Unusual vibrations / leaks
  - Ram hunting
  - Limit switches
  - Communications with bridge
  - Steering gear instructions (block diagram)
- ◇ Main ship service generators
 

**NOTE:** Two independent sources of power required.

  - F/O piping
  - Cooling lines
  - Controls
- ◇ Emergency generator room
  - Test operation of prime mover
  - Personnel safety
  - Ventilation adequate
  - Electrical switchboard
    - Grounds
- ◇ Bilge pumps
  - Two required

SOLAS 74/78 II-1/29.15 through 29.20

SOLAS 74/78 II-1/41

SOLAS 74/78 II-1/43

SOLAS 74/78 II-1/21

Notes: \_\_\_\_\_

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## Structural Integrity

**NOTE:** Request records of Outstanding Conditions of Class. (Form or format may vary depending on class society.) Conditions of Class may identify structural defects, wastage, etc. Conditions may also identify ships overdue for drydocking, repair or other required service.

- Hull structure
  - Frame pulling away
  - Fractures in corners
  - Holes in main decks
  - Leaks / patching on ballast tanks
  - Bulkheads / decks warped
  - Excessive wastage
- Side shell, accessible structural members, decks, cargo hatches and superstructure
  - Fractures, corrosion, wastage, pitting or damage to the extent that it may impair ship's seaworthiness
  - Excessive doublers, postage stamp inserts, cement boxes or soft patches
  - Welding burn marks or other evidence of recent repair work
  - Load line marked in accordance with certificates
    - Hailing port
    - Name
  - Railings
- Hatch covers
  - Holes in covers
  - Frames pulling away
  - Gaskets / compression bar
  - Coaming
  - Hydraulics systems
  - Wastage / coatings
- Watertight/weathertight openings
  - Watertight doors, gaskets, dogs
  - Other openings (means of securing)
  - Vents, air pipes and closing appliances

ICLL 66 Reg. 1

ICLL 66 Reg. 1

ICLL 66 Regs. 4 - 9

ICLL 66 Regs. 13 - 16

ICLL 66 Reg. 12

ICLL 66 Regs. 13 - 18

ICLL 66 Regs. 19 & 20

Notes: \_\_\_\_\_

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- ◇ Test operation of fire main system
  - Required number of fire pumps SOLAS 74/78 II-2/4
  - Location of pumps
  - Pumps, hydrants, piping, hoses, and nozzles in good condition and available for immediate use SOLAS 74/78 II-2/21
- ◇ Structural fire protection (spot-check) SOLAS 74/78 II-2/42
  - Bulkheads
  - Insulation
  - Ventilation
  - Penetrations
- ◇ Fixed fire extinguishing systems: cargo, machinery, and other spaces SOLAS 74/78 II-2/21
  - Tanks, cylinders, piping, controls, alarms, and release mechanisms in good condition and available for immediate use

| Type of system: (circle appropriate type) |                                  |       |      |
|---|----------------------------------|-------|------|
| Low Pressure<br>CO <sub>2</sub>           | High Pressure<br>CO <sub>2</sub> | Halon | Foam |

### Pollution Prevention: (spot-check at reexaminations)

- ☐ Pollution placard posted 33 CFR 155.450
- ☐ MARPOL V placard posted 33 CFR 151.59  
MARPOL Ax. V/9
- ☐ Garbage
  - Shipboard garbage properly disposed MARPOL Ax. V/3
  - Incinerator 33 CFR 151.63
    - Evidence of use (clinkers)
    - Safety of burner assembly
    - Electrical controls
  - Garbage Management Plan MARPOL Ax. V/9

Notes: \_\_\_\_\_

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- ☐ Cargo ventilation systems SOLAS 74/78 II-2/53
  - Continuously running
  - Remote controls outside space
  - Indicators on bridge
- ☐ Hazardous wiring SOLAS 74/78 II-2/53
  - Lights and fixtures
  - Wiring
- ☐ Ramps / watertight doors ICLL 66 Reg. 21
  - Watertight integrity
  - Seals
  - Locking arrangements
  - Controls / warning alarms

### Lifesaving Equipment:

- ☐ Lifeboats / rescue boats
  - Required number SOLAS 74/78 III/26
  - Hull integrity and fittings SOLAS 74/78 III/19.2
  - Engine starts within 5 minutes
    - Test engine at drill

**NOTE:** Do NOT test free fall lifeboat engine.

| Stbd Lifeboat                       | Port Lifeboat    | Lifeboats  |
|-------------------------------------|------------------|------------|
| Engine equipped                     | Engine equipped  | Wooden     |
| Engine tested                       | Engine tested    | Fiberglass |
| Lifeboat lowered                    | Lifeboat lowered | Steel      |
|                                     |                  | Covered    |
| Free fall lifeboat with rescue boat |                  |            |

- ☐ Davit system SOLAS 74/78 III/19.2  
SOLAS 74/78 III/48
  - Structure and foundation
  - Roller tracks
  - Lubrication (evidence of use)
  - Falls; end for end / renew (2.5 / 5 years)
  - No obstructions to lowering

Notes: \_\_\_\_\_

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